

TOWNLEY MEMORIAL HALL LTD



ENVIRONMENTAL POLICY

Townley Memorial Hall Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods.

Responsibility

Sue Davies, Centre Manager / Trust Secretary, is responsible for ensuring that this environmental policy is implemented, however, all trustees and employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

Policy aims:

We endeavour to:

- Comply with all relevant standards, regulatory requirements, laws, and public/hirer expectations.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.

Paper:

We will:

- Minimise the use of paper in the office.
- Reduce packaging as much as possible.
- Seek to buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.

Energy and water:

We will seek to:

- Reduce the amount of energy used as much as possible.
- Monitor energy usage.
- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.
- Take energy consumption and efficiency of new products into account when purchasing them.

Office supplies:

We will:

- Evaluate if the need can be met in another way.
- Evaluate if renting or sharing is an option before purchasing equipment.
- Evaluate the environmental impact of any new products we intend to purchase.
- Favour more environmentally friendly and efficient products wherever possible.
- Reuse and recycle everything we are able to.

Transportation:

We will:

- Promote the use of travel alternatives such as e-mail or video/phone conferencing.

Maintenance and cleaning:

We will:

- Use cleaning materials that are as environmentally friendly as possible.
- Only use licensed and appropriate organisations to dispose of waste.

Monitoring and improvement:

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness through training.
- Review this policy and any related business issues at management meetings.

Culture:

We will:

- Update this policy at least triennially in consultation with trustees and employees where necessary.
- Involve employees in the implementation of this policy, for greater commitment and improved performance.
- Provide employees with relevant environmental training.
- Use local labour and materials where available to reduce CO2 and help the community.

Richard Townley
Chairman

Date of signature